



**MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES AND
COOPERATIVES
STATE DEPARTMENT FOR CROP DEVELOPMENT AND AGRICULTURAL
RESEARCH**

**KENYA CEREAL ENHANCEMENT PROGRAMME – CLIMATE RESILIENT
AGRICULTURAL LIVELIHOODS WINDOW
(KCEP-CRAL)
P.O. BOX 30028 - 00100, KILIMO HOUSE,
CATHEDRAL ROAD, NAIROBI.**

**REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTING SERVICES - (FIRMS
SELECTION)**

**ASSIGNMENT: REVIEW AND THE UPDATING OF THE PROGRAMME MANAGEMENT
INFORMATION SYSTEM [MIS]**

MOALF&C/SDCD&AR/KCEP-CRAL/PROC/057/2020-2021

CLOSING DATE: 27th APRIL 2021

AT: 11.00 AM

1. SECTION ONE: LETTER OF INVITATION

- 1.1 The Kenya Cereal Enhancement Programme – Climate Resilient Agricultural Livelihoods Programme (KCEP-CRAL) is an expansion of the Kenya Cereal Enhancement Programme (KCEP) to the ASALs. The Programme is a strategic partnership between the Government of Kenya (GoK), European Union (EU), International Fund for Agricultural Development (IFAD and three Rome Based Agencies (RBAs) namely: The World Food Programme (WFP) and Food and Agricultural Organization (FAO). In this partnership, the RBAs build on their comparative advantages to support the Government in graduating farmers from recurrent food insecurity to market-oriented farming, by promotion of Good Agricultural Practices (GAPs), resilience to Climate Change (CC) and sustainable Natural Resources Management (NRM).
- 1.2 The Programme is financed by EU, IFAD and the GoK, beneficiary farmer, Partner Financial Institutions (PFIs) and Private investors and supervised by IFAD. The Financing Agreement (FA) was signed on 26th August 2015, for a duration of Seven (7) years with Programme completion and finance closing dates of 30th September 2022 and 31st March 2023 respectively.
- 1.3 Kenya Cereal Enhancement Programme - Climate Resilient Agricultural Livelihoods Window (KCEP-CRAL) invites proposals from eligible and competent Consultancy Firms or Consortium of firms specializing in Projects Management Information Systems (MIS), System Development, data collection and development of dynamic database application system to submit proposals for the review, develop, update, install and commission MIS for KCEP-CRAL and KCEP-CRAL Plus with enhanced capability to automatically validate the indicators at all levels as per the Terms of References (ToRs) provided.
- 1.4 The Consulting firm(s) may submit their Expression of Interest (EOIs) in association with other firms in a Consortium arrangement. They are advised to be keen on the information provided under ToR.
- 1.5 A firm will be selected under Quality and Cost-Based Selection (QCBS) and the procedures described in this REOI.
- 1.6 The bidding document can be downloaded by interested Bidders **FREE OF CHARGE** from the Ministry's website: www.kilimo.go.ke under "tender" links or the Programme website www.kcepccral.go.ke and the Bidders who download the tender document from the website must forward their particulars immediately to tenders.kcepccralprogramme@gmail.com for records and any further tender clarifications and addenda.
- 1.7 The interested parties may request for clarifications on this Request for Expression of Interest (REOI) up to **Five (5) days** before the REOI submission due date. Any request for clarification must be sent in writing by paper, mail or electronic mail to:
Senior Programme Coordinator,
KCEP-CRAL Programme,
P.O.BOX 30028-00100,
NARL KABETE Grounds.
Email: tenders.kcepccralprogramme@gmail.com

- 1.8 Completed REOI documents, original and one copy of the tender **MUST** be delivered to the address below clearly marked and addressed as shown below;

**The Principal Secretary,
State Department for Crop Development and Agricultural Research,
P.O. Box 30028-00100,
Kilimo House, Cathedral Road, Nairobi,
Tel: 0770174188.**

So as to reach the address above on or before 27th April 2021 at 11.00am (EAT) clearly marked "REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTING SERVICES (FIRMS SELECTION) FOR REVIEW AND UPDATE OF THE PROGRAMME MANAGEMENT INFORMATION SYSTEM [MIS] REREFERENCE: MOALF/SDCD&AR/KCEP-CRAL/PROC/057/2020-2021.

- 1.9 Due to the Corona Virus (COVID-19) pandemic, the Government of Kenya has put in place measures to reduce the potential spreading of the Virus. The Public Procurement Regulatory Authority (PPRA) has continued to offer appropriate advice and guidance to support the preventive measures on the spreading of COVID-19 outlined by the Government for handling procurement activities. These guidelines were issued on the 27th March 2020. IFAD has also identified a range of rapid procurement modalities to support the Programme procurement activities in order to minimize the impact of COVID-19 on Programme implementation.

The following **MEASURES** shall be adhered to during the **Bid Opening of this tender.**

- a) Where bidders or their representatives chose to attend the bid opening, the Procuring entity shall ensure the opening venue is spacious and observe a social distance of at least 1.5 meters away from each other.
- b) Screening of the attendees shall take place.
- c) Failure by bidders to attend any bid opening shall not invalidate the process.
- d) The results of the bid opening shall be communicated by email within 30-days from the date of the tender opening. Bidders should **therefore submit** their registration details via tenders.kcepcralprogramme@gmail.com.
- e) [Virtual opening shall also be conducted and a zoom link shall be provided for those bidders who shall have registered their particulars in the email above \(d\).](#)

2. SECTION TWO: TERMS OF REFERENCE (TOR) FOR THE REVIEW AND THE UPDATING OF THE PROGRAMME MANAGEMENT INFORMATION SYSTEM [MIS]

- 2.1 The Programme is seeking the service of a Consulting Firm to review and update the current version of KCEP-MIS which will include assessing the current Information Technology (IT) system (including the source codes, user and administration manuals), existing infrastructure and data and information at the Programme level, and design (propose an improved and updating MIS architecture including software upgrading), develop, install and commission MIS in KCEP-CRAL with enhanced capability to automatically validate all the indicators at all levels.
- 2.2 The firm will provide technical support and maintenance of the final system at all points where the system will be installed namely at PCU, 3 Regional offices, 13 Counties and 11 Partners as a way to create sustainability and exist strategies. Linking the reviewed MIS with the National and County management system for information transfer and mining.
- 2.3 This Consultancy has the following objectives:
 - a) Review, update, developed/upgrade and install (with capacity of stand-alone including GIS/RS functionalities) a secure and web based integrated Programme MIS, with Programme dashboard highlighting the key Outcome indicators,
 - b) Update the KCEP-CRAL monitoring process and a standardized tools for measuring the Theory of Change (ToR), Graduation path ways and Outcomes,
 - c) Expand and update the online data collection functionalities to support the online data collection and Geographical Information Services/Remote Services (GIS/RS),
 - d) Developed a cascaded MIS for each implementing partners and specific to Counties for real-time output capturing;
 - e) Automate the MIS to reporting of the key Ministry's and State Departments indicators for the nationally tracked indicators; MTP, the BIG 4 and the ASTGS,
 - f) In cooperate the KCEP-CRAL Plus indicators tracking and reporting with a capability of producing a standalone reports for the same;
 - g) Creating dynamic links to the other KCEP-CRAL systems, KM System, Counties and Partners for easy of plugging-in, data and information updating and mining;
 - h) Develop an automated electronic generation of the real time Programme Detailed Report (including financial component) all the Programme Components (both technical and supporting components) and by category;
 - i) Review and upgrade the Programme website to accommodate the increased data and information demand and dissemination;
 - j) Creating data and information exchange and feedback through the modern and emerging plat forms;
 - k) Undertake the uploading and updating of the existing information and data at all levels.
 - l) Incorporating a real time robust data analyzing tools (e.g. R-Gui and graphical interfaces) and
 - m) Undertake a training for Staff of M&E/KM Unit in using and maintaining the developed MIS and developing an administrator and user manuals.

The Scope of Work

- 2.4 The scope of work shall be broadly to;
- a) Carry out a detailed review of the existing documentations and source codes on the current version of KCEP-MIS.
 - b) In-depth review, updating and familiarization of the existing systems (KCEP-MIS and archiving system) and other stand-alone databases including the e-voucher utilization reports from the financial institutions.
 - c) Describe a detailed architecture showing all the internal component of the information/dataflow integrating all the existing databases with specific information needs of all the stakeholders. In particular, the proposed solutions should address following;
 - i) Database platform to be used, providing cons and pros for each,
 - ii) Additional modules to be included and deletion of non-functional one,
 - iii) Supporting applications required in ensuring full integration of the existing databases and functionality of the system. It is expected that all the service providers working with the Programme and infrastructure developments already mapped by the Programme will be reported in the management dashboard,
 - iv) The web-based on-screen user interface should be through a portal, supported with search engines reflective of the file naming convention to be used of the stored evidence based files and options to generate reports in various formats (Excel, PDF etc.) by users,
 - v) Capability of being upscale and based on hardware and platforms/systems software already in use in the PCU,
 - vi) Propose information to be used for the management of the dashboard.
 - vii) Guidelines to be used to ensure data quality,
 - viii) Propose procedures which will be employed to ensure security and retrieval.
 - ix) Propose a file naming convention for ease of uploading, retrieval and sharing of data Provide a system requirements which will allow the installation and operation of the following software;
 - ✚ Archiving System,
 - ✚ ArcGIS Desktop 10.8 (Advanced and Spatial Analyst),
 - ✚ ArcGIS Pro,
 - ✚ ArcGIS Online and
 - ✚ Kobo-Collect/online data collection capabilities.
 - d) Develop an operating/procedures and instruction manual that will guide the PCU unit in discharging the following duties after reviewing existing documentations of such systems in;
 - a. Data cleaning, access, erasure and
 - b. File naming for evidence privacy,
 - c. based data, e. Data backup and
 - d. Data uploading, retrieval and
 - e. Data storage and f. Updating of data and
 - f. security, including records.
- 2.5 In designing the integrated system, a significant amount of data is currently stored in the current version of KCEP-MIS, stand-alone databases (.xls, .sav, .dat) and Archiving System maintained by the Programme. The tasks will include reconfiguring the existing modules by adding new and deleting non-functional ones in the current version of the MIS based on the existing stand-alone databases and thereafter integrate with the other two (ArcGIS Software and Archiving System) which are

already been procured but are stand-alone. In reviewing the Performance indicators module, specific reference should be made to the validated Operational Result Management System including the additional indicators under additional EU support to recovery from COVID-19 and thereafter upload with existing data.

2.6 The main deliverable of this assignment shall be an operational MIS system integrated with the existing standalone database linked to the bank portals with the aim of data extraction of the M&E related information of the Programme beneficiaries of e-voucher scheme for further processing and storage as well as train the key PCU staff on file naming, data retrieval, analysis, reporting and management.

2.7 The main outputs of this assignment shall be;

- | | |
|---|--|
| a. Perform the functional tests. | g. Capacity build system administrators and users on the system operations. |
| b. Prepare technical documentation. | h. External access of the System, |
| c. Upgrade the current MIS. | i. Provide technical and user support services upon commissioning of the system through as Service Level Agreement to be entered between the firm and the Programme for a period to be agreed upon by the two parties. |
| d. Configure all the system settings. | |
| e. System deployment on the existing server in the PCU. In installation of the system, the firm should be able to review and use the existing hardware and network infrastructure to ensure complete functionality. | |
| f. Produce training materials. | |

2.8 The Consulting Firm should possess proven experience and capacity to execute the stated tasks. In particular, the consulting firm is expected to demonstrate competence in the following areas:

- a) Proven extensive knowledge and experience in development of database application system, computer scripting, designing database application system, including solid analytical experience,
- b) Extensive experience in successful project management, monitoring and evaluation and data collection,
- c) Experience in extensive working with the Kenyan Governmental institutions and development partners.
- d) Proven experience in capacity building for such developed systems,
- e) The consulting firm may assemble a team of professionals with wide experience and competencies in:
 - i) Databases and interactive and innovative systems for development projects,
 - ii) Transmission Control Protocol (TCP/IP) networking,
 - iii) IT security management,
 - iv) Server management,
 - v) Big data flow, acquisition, management and dissemination,

3. SECTION THREE:

3.1 In order to be shortlisted, the interested Consulting firm **must satisfy the following minimum criteria:**

#	Evaluation Criteria	
1.	<p>Mandatory Evaluation Criteria: -</p> <p>Stage One: Mandatory/Preliminary Evaluation:</p> <ol style="list-style-type: none"> 1) Certified Copy of Certificate of Incorporation. 2) Certified Copy of Valid Tax Compliance Certificate (will be verified on the KRA TCC Checker. 3) Mandatory Business Questionnaire in the provided format. All sections should be duly filled signed and stamped. 4) Firms / Contractors who have ongoing /incomplete assignments and Projects with the Programme are not eligible to bid <p>Note:</p> <ol style="list-style-type: none"> 5) Where the Applicant is a Consortium, provide a list of the proposed Partners/ members of the consortium and the proposed Leader of the consortium and the roles of each member. 6) Submit a duly serialized and or paginated bid document including all the attachments in the bid document in a Sequential manner. <p>Bidders shall ensure that the submitted bid is a well-organized bid document, with a reference table of contents including all the attachments in the bid.</p> <p>All items <u>MUST</u> be submitted to proceed to the next stage.</p>	<p>Mandatory (Yes/ NO)</p>
2.	<p>Technical Qualification</p> <p>General Experience of the Firm: (10mks)</p> <ol style="list-style-type: none"> a) Demonstrate the firms experience in undertaking assignments in international organizations such as such as UN (e.g. IFAD) and Donors (e.g. EU, World Bank, ADB,IFC etc) involving multiple sub-projects/Programmes, multiple donors, contractors and agencies. <i>(Each assignment 1mk)</i> b) Average annual turnover during the last three¹ years with of KES 30 Mn. <i>(KES 30M and above- 3mks; KES 20M – 2mks, KES 10M – 1 mk otherwise - 0mks)</i> c) In addition to the firm’s experience, provide a list of proposed professional staff and disciplines expected to take part in the assignment. <p>Specific Experience of the Firm: (30mks)</p> <ol style="list-style-type: none"> (a) Demonstrate experience in undertaking designing/developing and operationalizing of Systems including Programme Management Information System (MIS), Expert with great deal IT and Application Programming Knowledge, from recognized institutions and specifically in agricultural and rural development related system. (b) Provide a summary of the approach (max 3 pager) and proposed work plan (flow of activities) to carry out the task and robust IKMS and Communication and Visibility system. 	<p>7 Marks</p> <p>3 Marks</p> <p>-</p> <p>20 Marks</p> <p>10 Marks</p>
	<p>Pass Mark: 28 Marks</p> <p>Only bidders who score 28/40 and above will be shortlisted and invited for the request for proposals. Those who score below 28 shall be eliminated at this stage.</p>	

¹ 2018-2020

1. MANDATORY CONFIDENTIAL BUSINESS QUESTIONNAIRE

Name of Applicant(s) You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied to your type You are advised that it is a serious offence to give false information on this form and shall lead to automatic disqualification/termination of your business proposal at your cost.	
Part 1 General	
Business Name	
Location of Business Premises	
Email	
Nature of Business (Attach Company Profile)	
Registration Certificate No. (Attach Copy)	
Tax Compliance No (Attach Copy)	
Maximum value of business which you can handle at any one time – Ksh	
Name of your bankers	
Branch	
Bank Account Number	
Payment Terms	
Part 2	
(a) – Sole Proprietor	
Your name in full	
Age	
Nationality	
Country of Origin	
Citizenship details	
If a Kenyan Citizen, indicate under Citizenship Details whether by Birth, Naturalization or Registration	

(b) – Partnership	
Given details of partners as follows	
Name	Nationality Citizenship Details Shares
1.....	
2.....	
3.....	
4.....	
If a Kenyan Citizen, indicate under Citizenship Details whether by Birth, Naturalization or Registration	
.....	
Part 2 (c) – Registered Company	Attach a copy of the CR12
Private or Public (Attach brochures or annual reports in case of public companies) State the nominal and issued capital of company Nominal Kshs. Issued Kshs. Give details of all directors as follows	
Name	Nationality Citizenship Details Shares
1.....	
2.....	
3.....	
.....	
Part 3- List of corporate client customers and their addresses, telephone numbers and contact person.	
1. Company	
Contact Person	
Tel/Mobile	
2. Company	
Contact Person	
Tel/Mobile	
3. Company	
Contact Person	
Tel/Mobile	
4. Company	
Contact Person	
Tel/Mobile	
Part 4-(a) Debarment	
I/We declare that [insert name of the Bidder] , its proprietor(s), Agents, Sub-Consultants, Sub-Contractors, Consortium and Joint Venture partners have not been debarred from any procurement process and have not engaged nor shall engage in any fraudulent, corrupt, collusive, coercive or obstructive practices in connection with the present procurement process or any other tender by the KCEP-CRAL and any other public or private institutions.	

I/We declare that **[insert name of the Bidder]**, its proprietor(s), Agents, Sub-Consultants, Sub-Contractors, Consortium and Joint Venture partners are not subject to a debarment recognized under the Public Procurement Regulatory Authority and the Agreement for Mutual Enforcement of Debarment Decisions (the 'Cross-Debarment Agreement')¹

Full Names.....

Signature.....

Dated thisday of2020

In the capacity of.....

Duly authorized to sign Tender for and on behalf of

¹ The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

Part 4-(b) Bankruptcy / Insolvency / Receivership.

I/We declare that I/We have not been declared bankrupt or insolvent by the competent Authorities in Kenya and neither are we under receivership:

Full Names.....

Signature.....

Dated thisday of2020

Duly authorized to sign Tender for and on behalf of

Part 4-(c) -Criminal Offence

I/We,(Name (s) of Director(s)):-

a).....

b).....

c).....

certify that [insert name of the Bidder], its proprietor(s), Agents, Sub-Consultants, Sub-Contractors, Consortium and Joint Venture partners are not subject to a criminal conviction, administrative sanctions and/or temporary suspensions for engaging in fraudulent, corrupt, collusive, coercive or obstructive practices. I/We further certify that [insert name of the Bidder], its proprietor(s), Agents, Sub-Consultants, Sub-Contractors, Consortium and Joint Venture partners have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to the qualifications of

[insert name of the Bidder] to enter into a procurement contract within a period of three (3) years preceding the commencement of procurement proceedings.

Signed.....

For and on behalf of
M/s.....

In the capacity of
.....

Dated thisday of2020.
Suppliers' / Company's Official Rubber Stamp.....

Part 4-(d) Conflict of Interest

I/We, the undersigned state that I / We have no conflict of interest in relation to this procurement:

- a)
- b)
- c)

Further, I/We declare that [insert name of Bidder], its proprietor(s), Agents, Sub-Consultants, Sub-Contractors, Consortium and Joint Venture partners have no actual or potential conflict of interest² that could impact their ability to serve the best interest of the KCEP-CRAL and/or the International Fund for Agricultural Development (IFAD).

For and on behalf of
M/s.....

In the capacity of
.....

Dated thisday of2020
Suppliers' / Company's Official Rubber Stamp.....

² Conflicts of interest arise where private or personal interests of a bidder may influence or appear to influence the impartial and objective performance of their duties. Private or personal interests include situations where a bidder appears to benefit improperly, directly or indirectly, or allows a third party to benefit improperly, from their association with an enterprise or organization that engages in business directly or indirectly with the Project.

Part 4-(e) – Interest in the Firm:

Is there any person/persons in KCEP-CRAL or any other public institution who has interest in the Firm? Yes...../No (Delete as necessary)

Institution
(Title) (Signature) (Date)

.....

Part 4-(f) – Gratuities, Fees, Commissions and Gifts:

I/We, the undersigned certify that no gratuities, fees, commissions, gifts or anything else of value have been paid or exchanged by [insert name of Bidder] or are to be paid or exchanged by [insert name of Bidder] with respect to the present bidding process.

OR

[to be completed only if previous box was not checked]

I/We, the undersigned declare that the following gratuities, fees, commissions, gifts or anything else of value have been exchanged, paid by [insert name of Bidder] or are to be exchanged or paid by [insert name of Bidder] with respect to the present bidding process:

- [Name of Recipient/Address/Date/Reason/Amount]
- [Name of Recipient/Address/Date/Reason/Amount]
- [Name of Recipient/Address/Date/Reason/Amount]

Part 5(I) – Experience

Please list here below similar projects accomplished or companies / clients you have supplied with similar items or materials / services in the last 5 years

#	Company Name	Contract/ Order No	Value	Contact Person	Email	Phone Number
1.						
2.						
3.						
4.						
5.						

Part 6(i or j) – Bank account details:

AGPO firms must provide evidence from their bank that the account to which KCEP-CRAL shall make payment has a youth or a woman or a PWD listed in the CR12 form/partnership deed/sole proprietor certificate as a MANDATORY signatory of that account,

- Sec.157 (11) of PPADA:

Account No.....

Name of the person(s) in the CR12 form OR in the partnership deed OR in the sole proprietor Certificate...../.....

ID No(s):...../.....Signature and stamp of the authorized Banker

Part 7—Declaration

I/We the undersigned certify that I/We are the authorized representative of **[Name of the Bidder]**, as well as that the information provided above is true and accurate in all material respects and understand that any material misstatement, misrepresentation or failure to provide the information requested in this certification may result in sanctions and remedies, including the permanent ineligibility to participate in IFAD-financed and/or IFAD-managed activities and operations, in accordance with the IFAD Project Procurement Guidelines, the IFAD Procurement Handbook and other applicable IFAD policies and procedures, including **IFAD’s Policy on Preventing Fraud and Corruption in its Activities and Operations** (accessible at www.ifad.org/anticorruption_policy), as may be amended from time to time. Furthermore, I/We give KCEP-CRAL permission to seek any other references concerning my/our company from whatever sources deemed necessary (*e.g.* company registrar’s office, banks etc.).

Full name/s

.....

Signature/s.....

and on behalf of M/s

In the capacity of

.....

Date..... Signature of Candidate.....

2. DECLARATION FORM (Mandatory)

Date:

To: Kenya Cereal Enhancement Programme-Climate Resilient Agricultural Livelihoods Window of P.O. Box 30028-00100 Nairobi

I/ WE (name and address of the Tenderer)

.....
.....

Declare the following:

- a) have not been debarred from participating in public procurement, including not being subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")²;
- b) have not been involved in and will not be involved in fraudulent, corrupt, collusive, coercive or obstructive practices regarding public procurement;
- c) are not subject to a criminal conviction, administrative sanctions and/or temporary suspensions for engaging in fraudulent, corrupt, collusive, coercive or obstructive practices;
- d) have no actual or potential conflict of interest³ that could impact our capacity to serve the best interest of KCEP-CRAL and/or the International Fund for Agricultural Development (IFAD);
- e) have not paid or exchanged nor will pay or exchange any gratuity, fee, commission, gift or anything else of value with respect to the present bidding process;

OR

² The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

³ Conflicts of interest arise where private or personal interests of a bidder may influence or appear to influence the impartial and objective performance of their duties. Private or personal interests include situations where a bidder appears to benefit improperly, directly or indirectly, or allows a third party to benefit improperly, from their association with an enterprise or organization that engages in business directly or indirectly with the Project.

[to be completed only if previous box was not checked]

have exchanged, paid or will exchange or pay the following gratuities, fees, commissions, gifts or anything else of value with respect to the present bidding process:

- [Name of Recipient/Address/Date/Reason/Amount]
- [Name of Recipient/Address/Date/Reason/Amount]
- [Name of Recipient/Address/Date/Reason/Amount]

Name and Title.....

Signature.....Date

(To be signed by authorized representative and officially stamped).